

The Servicing Human Resources Office is collecting employee emergency contact information for the inclusion in Official Personnel Folders. Providing this information will be accessed by appropriate Human Resources staff only. As with all information contained in the Official Personnel File, this information is protected by the Privacy Act and will be handled in a manner consistent with Privacy Act material.

EMPLOYEE EMERGENCY INFORMATION

() Place an (X) here if you do not wish to provide emergency contact information to be put in your Official Personnel Folder.

Name: _____

Employee Work Number: _____

Employee Home Number: _____

Employee's Supervisor: _____

Supervisor Phone Number: _____

EMERGENCY CONTACTS

Name: _____

Relationship: _____

Phone Number: _____

Name: _____

Relationship: _____

Phone Number: _____